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Council on Aging Minutes 10/18/2001

MINUTES, Regular Meeting of the Council on Aging
October 18, 2001

Richard Murray, Chair
Mary Dodge, Vice-Chair
Shirley Chapski, Secretary

Members Present: Harry McCabe, Mary Dodge, Mildred Hurd, Bob Bowes,
Richard Murray, Hannah Simon, Dottie Nicholas and Shirley Chapski.
Members Absent: Phil Mercandetti

Others Present: John Jope, COA Executive Director; Maureen Jackson, COA
Secretary; Terri Susi, COA Nurse and Gloria von Hyeburg, ASA Vice President

Quorum Identification/Call to Order: Richard Murray, Chair called the
meeting to order at 7:00 p.m. A quorum of 8 was present.

The Council welcomed Terri Susi and new member, Bob Bowes.

Minutes of June 21 Council Meeting: It was MSV to accept the minutes as
written.

Public Forum: Gloria von Hyeburg, ASA, spoke favorably on what our Senior
Center has to offer and, as incoming President of the ASA, she will work
towards continued cooperation between the ASA and COA.

Request for copy of Sevoyan Bequest to COA: Mary Dodge reported that Mr.
Bergantino, President of the ASA, has requested a copy of the Sevoyan Bequest
and the matter has been referred to the Board for consideration. After
discussion, Mary Dodge made a motion to give Mr. Bergantino a copy of the
bequest, Hannah seconded. Vote in favor.

TV for Senior Center: Angelo Bergantino and Kay Mitchell have secured a
grant of \$2500 from the Cambridge Savings Bank towards the cost of a high
definition, 61 in. TV with DVD & VCR. Camera Inc. is the designated vendor.
Approximate cost is \$4500. ASA will give \$1000 and further funding is needed.
John said the check from the Bank will come to the COA but the TV would
belong to the Senior Center--with joint responsibility to maintain it. A
license will be needed to show videos. Hannah made a motion to contribute up
to \$1000 from the Gift Fund, Mildred seconded. Voted in favor.

Dial-a-Ride Specifications for New Contract: John thanked Dottie Nicholas
for writing the proposal and reviewed the specifications with the council.
Dottie said that over the summer a letter had gone out to about 12 potential

vendors. The next step is for the RFP to go to Theresa DiBenedictis for approval by the Town before it goes to the vendors. Discussion ensued concerning doubling up on passenger rides, mileage, licensing, and client insurance. Harry moved that the document be referred to Town Counsel for a legal opinion before it goes to Ms. DiBenedictis. Mildred seconded. Hannah pointed out that the document is not a contract, but a Request for Proposal. Bob Bowes recommended that it go to Ms. DeBenedictis as planned with the caveat that she not proceed until it is reviewed by Town Counsel. Hannah suggested that the language in Section 3.5 Contractor's Insurance Obligations, be changed to reflect the concerns about client insurance. Harry withdrew his prior motion and then moved that the RFP be sent to Ms. DiBenedictis and that she not proceed until it is reviewed by Town Counsel. Mildred seconded. Voted in favor.

Dissemination of Information: Richard said a situation arose during the time of John's illness where members who were to meet with John had not been told of his illness. In the future, if a major event takes place that the members should be aware of, John or Maureen will contact those members by email who are on line, and Shirley will contact the remaining members by phone.

REPORTS

ASA Representative to the COA: Gloria von Hyeburg said she enjoyed being at the meeting and Hannah said she approved of Gloria's goals and we should be perceived as one conjoined group. Harry said this the way it was created in the beginning if you will read their By-Laws. Richard told Gloria to call him if needed.

Executive Director's Report: Spoke on signage: The Arlington Multipurpose Senior Center sign to be erected on Maple Street — a permit from the DPW is needed to erect the sign. The Harry Barber Memorial Garden sign someone should go before the permanent memorials committee for the sign to be erected next spring.

MCOA Conference Oct 24-26 will be attended by Hannah and Shirley as well as John. John will be receiving a Director Certification award at the conference and will also serve on the MCOA Certification of Directors board thereafter.

Finance Committee:

- Richard reported that Bob Bowes has agreed to be a member of the Finance Committee.
- Richard said the three funds, Transportation, Lifeline and Medical Appointment subsidy fund be returned to the Finance Committee.
- Harry moved and Hannah seconded that the funds from the Gift Fund we had assigned for printing be returned to the Gift Fund.
- Richard questioned the 60 years or older designation for seniors.
- Richard: Sevoyan ending balance Sep 30 was up a couple of thousand.
- Mildred asked Maureen read a report from Minuteman Senior Services to the council. The matter was referred to John by Mildred said she would need permission to give John a copy of the report.

Town Day Committee — Review of Town Day: Richard expressed his pride and appreciation for all who helped with Town Day activities. Harry spoke on the dedication of the Harry Barber memorial plaque that was erected in the Senior Center. Maureen described her son's efforts in designing the magnet that was distributed during Town Day along with the bags. Richard said a

letter will be sent to Maureen's son. Richard asked for a vote to dissolve the Town Day Committee. Shirley made a motion to dissolve said committee, Hannah seconded. Vote was unanimous in favor.

Sevovan Bequest Committee: No report. Hannah Simon informed the members that she was withdrawing as Chairman of the Sevovan Bequest Committee. Richard asked if she would serve on the study group and Hannah agreed. The Sevovan Study Group will consist of Harry McCabe, Mary Dodge, Hannah Simon and Bob Bowes. Richard will set up a time for the Study Group to meet.

Long-Range Planning Committee: Hannah reported that two meetings had been held and Hannah had been selected as Chairman. The committee is working on the planning process, studying materials received from John and Hannah. Some of the issues we are looking into are the hiring of a professional to facilitate the process and whether or not it would have to go out for bid, who would be involved in the planning, what are the goals are and what is the process. We are also interested in contacting other COAs who have done similar strategic planning.

Assisted Living/Housing Options Task Force: It was learned that Alex Moschella is planning to resign from the Symmes Advisory Committee. He is the representative for the ASA, COA and Assisted Living Task Force. After discussion, Richard asked for a motion that Kay Sonnenburg be our choice to replace Alex Moschella if he should resign. Harry asked that the motion be revised to add that, "It is the Council's recommendation to the ASA for their consideration and endorsement." Bob Bowes moved that Kay Sonnenburg be our choice, with our recommendation to the ASA, to replace Alex; Mildred seconded the motion. All voted in favor.

Minuteman Senior Services: Everything all set.

COA Representative to ASA: Mildred said she has not attended lately but will go to the upcoming one.

UNFINISHED BUSINESS

Gift Fund: Finance Committee has not met; no report.

NEW BUSINESS

RUOK Program: John described this automated computer driven phone call program and elders sign up for this service program. Program is run by the police department. Harry said we need more information on cost and said it should be referred to the Finance Committee for the next meeting. Dottie said she works with the Community Services Director and will pass on this information. The software is \$3500. Further discussion deferred until next meeting.

Richard informed the council that 2 invitations had been received from Minuteman Senior Services concerning their award ceremonies to be held on Wed Oct 31 9:00 am at Woburn Crown Plaza. Mildred received an invitation also. Terry Susi and Mary Dodge will attend.

Evening of Giving at Burlington Mall Sun Nov 18 at 7:00—fund raiser for Minuteman Services. Tickets \$8.00.

CORRESPONDENCE

Richard asked for a motion to receive correspondence. Hannah so moved, Dottie seconded. All in favor.

- Letters of appreciation from Jackie Keshian and client letter.
- Minuteman Public Hearings/Area Plan. Hearings on the plan to be held on Oct 23 and 29 should anyone wish to attend.
- E-mail from Mike McDonough— The Community Teamwork, Inc.'s Fuel Assistance Program—numbers from CTI's annual report.

Discussion ensued concerning the space allotted to the Fuel Assistance Program. The agency is based in Lowell and has a satellite office in the COA from Nov. through May, and Mike may want to keep the office open year round. A contribution of \$3000 a year from them goes to the Town General Fund as a donation.

- Symmes Advisory Committee Interim Report
- Letter from MCOA stating that John Jope's application for MCOA Senior Center Director Certification has been approved. John is one of 11 senior center directors so approved and has been asked to serve on the Certification Committee for the coming year. Congratulations to John!

Municipal Budget Discussion

At a meeting with P. Kramer John discussed a need to increase the Intake/Referral position from part time to full time. Patsy not in agreement. Presently other staff has been covering the hours other than Susan's 19 hrs/wk.

John also asked if the municipal budget could cover a stipend for a Harvard Divinity student of \$3000. However, if we may qualify as work/study field site for Harvard it would cost only \$750.

John will get copies of the Municipal Budget to us as soon as he gets it.

Harry moved that John prepare a budget, job description and justification for an additional part time intake position for the Council's next meeting . Mary seconded. All in favor.

There being no further business to come before the meeting, it was voted to adjourn.

Adjourned at 10:20 p.m.

Shirley Chapski, Council Secretary

Date of next Meeting, November 15, 2001 at 7:30 p.m.